

**MediaWiki**  
**Application Administrator Guide**  
**Center for Excellence in Digital Government**

March 15, 2011  
Version 3.0

## Table of Contents

WHAT IS MEDIAWIKI?.....	1
URLS, THEMES/TEMPLATES, MODIFICATIONS (MODS), AND UPGRADES CAUTION.....	2
MAIN PAGE AND LOG IN.....	3
CHANGE PREFERENCES AND PASSWORD.....	4
THE MAIN PAGE .....	5
SEARCH .....	5
BROWSE .....	6
EDIT THE PAGE .....	7
MOVE THE PAGE .....	9
DELETE THE PAGE.....	9
PROTECT THE PAGE.....	10
MY PAGE.....	10
WATCH THE PAGE .....	10
PAGE HISTORY.....	11
USER CONTRIBUTION.....	11
UPLOAD FILE.....	11
FILE LIST .....	12
STATISTICS.....	12
SPECIAL PAGES .....	13
CREATE A USER.....	14
DELETE A USER .....	14
CHANGE USER RIGHTS .....	15
USER GROUP RIGHTS .....	15
RESET THE PASSWORD.....	16
BLOCK USER.....	16
LOGS .....	16
MY DASHBOARD .....	17
REPORTS .....	17
APPENDIX A: USEFUL LINKS.....	18
APPENDIX B: WIKIPEDIA FORMATTING CHEAT SHEET .....	19

## What is MediaWiki?

### General Overview

MediaWiki is a wiki tool, written in PHP programming language, which allows you to create and share information or documents easily with a group of people. The powerful, scalable software is feature-rich, allowing the easy creation and editing of any number of interlinked web pages. MediaWiki is often used to create collaborative websites, to power community websites, for personal note taking, agency intranets, and in knowledge management systems. Its best-known implementation is the collaborative encyclopedia, Wikipedia.



MediaWiki provides extremely configurable features for System Administrators that allow control of users, rights, articles, the “edit” page, namespaces, file uploads, the search engine, and more. MediaWiki provides you with a template right on your homepage that you can use or edit for your own use. For example, you can use the existing template to set up a schedule, meeting or status report. Or, you can create pages quickly from scratch.

Most wikis serve a specific purpose, and off-topic material can be easily removed by the user community. Open-purpose wikis accept a variety of content without rigid rules as to how the content should be organized and they are rarely used in situations that require restricted access.

### Features

Some of the many features include:

- **Section editing** capability, for editing individual sections of an article (if separated by headlines) instead of loading the entire article.
- An **Edit toolbar** for quick, one-click text format command insertion.
- **Upload control** for both images and sound. Image galleries and thumbnails can be generated with relative ease.
- **Auto-number headings** in an article.
- A subhead-based **table of contents** capability for long articles.
- **Mathematical formula** support using LaTeX syntax.
- **Watchlist.** Every page has a “Watch” link. Go to “**My watchlist**” to track changes in articles of interest; watched articles are also bolded in the **Recent changes** list.
- **User contribution** (in the sidebar of each user page) lists all articles the user has worked on.
- **Talk pages.** Each user and every article has an associated page where messages can be left and dialogues can occur.
- The ability to set **different rights** for anonymous users, signed-in users, “bureaucrats”, “administrators,” “bots,” and developers (see “User Group Rights” page in Special Pages for detailed explanation of user rights).
- **Random article** display function.

Because this document is designed as a quick guide, some specific Administrative functions and settings were not addressed. Thorough reference manuals for administrators and users can be accessed by [clicking here](#). For the purposes of this user guide, a few of the most commonly used features will be addressed.

### **URLs, Themes/Templates, Modifications (MODs), and Upgrades Caution**

Certain features of your MediaWiki, which you provisioned through APPS.gov NOW, are either pre-set or require that modifications be made by the GSA Technical Team. Therefore:

- Your URL will look like this: *http://wiki.citizen.apps.gov/yourmediawikiname*  
At this time, the URL is fixed once the product is provisioned. Future releases may offer more flexibility with Custom URLs (also known as Vanity URLs).

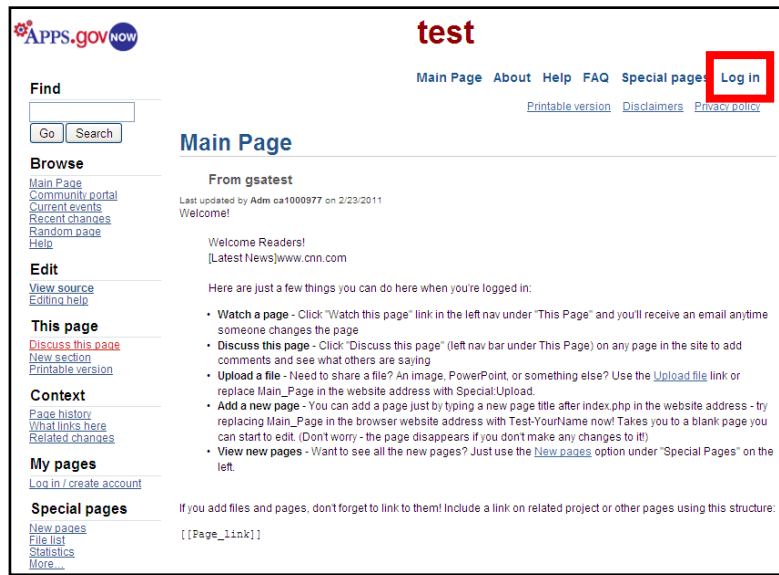
***TIP:** Please suggest new and interesting modifications at our [Release Blog](#) or [Recommendations for Improvements on the Help Forum](#).*

- You may not install MediaWiki upgrades. This will be done by the GSA Technical Team.
- If you have a technical or functional question regarding the MediaWiki product or have a suggestion to make, use our Online Help Forum.

***TIP:** Submit your questions at [MediaWiki Help](#).*

## Main Page and Log in

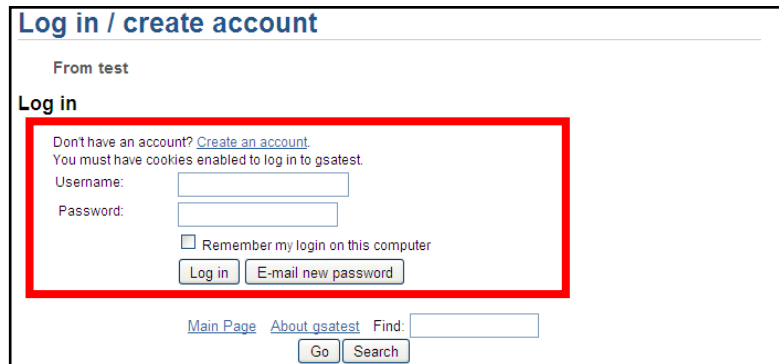
To create your MediaWiki page, you need to log in first. Click on the **“Log in”** link on the upper right side menu to go to the **“Log in / create account”** page.



The screenshot shows the MediaWiki interface for a page titled "test". The top navigation bar includes links for "Main Page", "About", "Help", "FAQ", "Special pages", and "Log in". The "Log in" link is highlighted with a red box. Below the navigation bar, there is a search box and a "Main Page" section. The "Main Page" section contains a welcome message and a list of instructions for users, such as "Watch a page", "Discuss this page", "Upload a file", "Add a new page", and "View new pages".

Enter your username and password that you received by email and click on **“Log in.”** If you want your computer to remember your log in information, check the **“Remember my log in on this computer”** box before you click on **“Log in.”**

Logging in with your administrative username and password will automatically assign administrative privileges.



The screenshot shows the "Log in / create account" page. The page title is "Log in / create account" and it is from the "test" page. The "Log in" section contains a form with the following fields and options:

- Username:
- Password:
- Remember my login on this computer
- 

Below the form, there is a search box and a "Go" button. The "Log in" link and the form fields are highlighted with a red box.

## Change Preferences and Password

After the initial login it is recommended that you first set your preferences. To change your user preferences, click on the **“Preference”** link.

Under **“User profile,”** you can change your real name, email address, your signature, gender or language.

In the E-mail section of your user profile page, you can select any or all of the options outlined on the page. For example, you can check the box next to the **“E-mail me when a page on my watchlist is changed”** or check the box next to **“E-mail me when my user talk page is changed,”** etc.

When making changes to any page, whether entering information, editing an article or writing in a discussion window, be sure to click on the **“Save”** button at the bottom of the page or changes will be lost.

### Preferences

- [User profile](#)
- [Quickbar](#)
- [Skin](#)
- [Files](#)
- [Date and time](#)
- [Editing](#)
- [Recent changes](#)
- [Watchlist](#)
- [Search](#)
- [Misc](#)

#### User profile

**User profile**

Username: Adm  
User ID: 1  
Member of groups: [Administrators](#), [Autoconfirmed users](#), [Bureaucrats](#), [Users](#), [emailconfirmed](#) ([User group rights](#))  
Number of edits: 3  
Real name:   
Real name is optional. If you choose to provide it, this will be used for giving you attribution for your work.  
E-mail:   
E-mail address is optional, but allows a new password to be e-mailed to you if you forget your password. You can also choose to let others contact you through your user or talk page without needing to reveal your identity.  
Signature:   
 Treat signature as wikitext (without an automatic link)  
Gender: Unspecified  
Optional: used for gender-correct addressing by the software. This information will be public.  
Language: en - English

**Change password**

- [Change password](#)

**E-mail**

Your e-mail address was authenticated on 10 December 2009 at 17:25.

E-mail me when a page on my watchlist is changed  
 E-mail me when my user talk page is changed  
 E-mail me also for minor edits of pages  
 Enable e-mail from other users  
 Send me copies of e-mails I send to other users

Note - After saving, you may have to bypass your browser's cache to see the changes. Mozilla / Firefox / Safari: hold Shift while clicking Reload, or press either Ctrl-F5 or Ctrl-R (Command-R on a Macintosh); Konqueror: click Reload or press F5; Opera: clear the cache in Tools → Preferences; Internet Explorer: hold Ctrl while clicking Refresh, or press Ctrl-F5.

To change your password, click on the **“Change Password”** link, enter your old password, your new password and retype your new password. Then, click on **“Change password.”**

### Change password

From test

**Change account password**

Username: Adm ca1000991

Old password:

New password:

Retype new password:

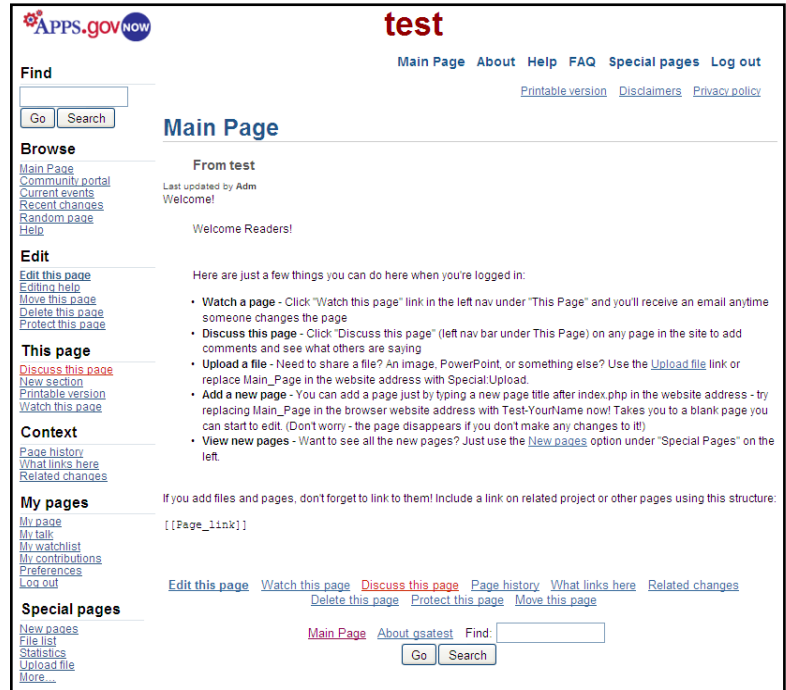
[Main Page](#)
[About gsatest1](#)
 Find:

## The Main Page

MediaWiki is designed to be a relatively open collaborative tool. By default, email-confirmed registered users can create and edit pages, add content, and perform many administrative functions. Anonymous and unconfirmed registered users are usually limited to read-only access.

There are three navigation menus: one on the upper right side, one on the left side and one on the bottom.

- The left navigation menu** contains all the links you will need to create, edit and maintain your MediaWiki page and keep track of your users. The navigation options will change somewhat depending on the page that is being viewed.
- Upper right navigation menu** contains links to various site-specific pages, and a **Special pages** link that opens a page with various links.
- Bottom center menu** contains a menu of tasks that will change as you browse wiki pages, displaying links appropriate to the page you are viewing. On an article page, for example, the Toolbox can display a printable version of the article.



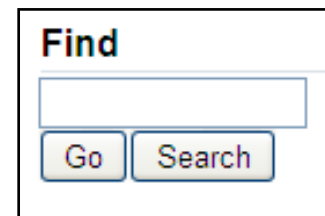
## Search

The quickest way to find information in MediaWiki is to look it up directly. At the top of the left menu there is a **Find** box with buttons **Go** and **Search** under the box. When you enter a keyword in the search box and click on:

- Go** (or *Enter* on keyboard), it will take you automatically to the page, if it exists. Note that you need to enter the exact name of the page.
- Search**, it will search the text of all pages. (Typing "All:" in front of your search term will broaden the scope to other namespaces.)

Searches are not case-sensitive and, even if you enter a phrase, it will search for instances of each word individually.

***TIP:** By default, only the main [namespace](#) will be searched. Logged-in users can specify the namespaces to be searched automatically by selecting and deselecting boxes in the **Search** section of user preferences.*



If the page that you are looking for does not exist, you will be presented with a message that no matches were found, and you will be given the opportunity to create a new page. This is also the starting point for adding a new page.

***TIP:** If you click the **Search** button without entering anything in the box, you will be taken to Search Results page which offers advanced searching options (also available from a Search Results page).*

**Search results**

You searched for **test1** (all pages starting with "test1" | all pages that link to "test1")

**No page title matches**

There is no page titled "test1". You can [create this page](#). For more information about searching gstatest, see [Help](#).

test1

**No page text matches**

Note: Only some namespaces are searched by default. Try prefixing your query with *all:* to search all content (including talk pages, templates, etc), or use the desired namespace as prefix.

**Advanced search**

Search in namespaces:

<input checked="" type="checkbox"/> (Main)	<input type="checkbox"/> Talk	<input type="checkbox"/> File	<input type="checkbox"/> File talk
<input type="checkbox"/> User	<input type="checkbox"/> User talk	<input type="checkbox"/> MediaWiki	<input type="checkbox"/> MediaWiki talk
<input type="checkbox"/> gstatest	<input type="checkbox"/> gstatest talk	<input type="checkbox"/> Template	<input type="checkbox"/> Template talk
<input type="checkbox"/> Help	<input type="checkbox"/> Help talk		
<input type="checkbox"/> Category	<input type="checkbox"/> Category talk		

List redirects

Search for: test1

[Main Page](#) [About gstatest](#) Find: test1

## Browse

From the “Browse” submenu, you can access the Main Page or you can edit the **Community Portal**, **Current Events** and **Help** pages by clicking on these links and adding content to these pages. You can also see recent changes on the page by clicking on the “Recent changes” link.

***NOTE:** MediaWiki is installed with empty Help pages. The administrators need to create content for them, or copy and insert any desired information from the [MediaWiki Manual](#).*

**test**

[Main Page](#) [About](#) [Help](#) [FAQ](#) [Special pages](#) [Log out](#)

Printable version [Disclaimers](#) [Privacy policy](#)

**Find**

**Browse**

[Main Page](#)  
[Community portal](#)  
[Current events](#)  
[Recent changes](#)  
[Random page](#)  
[Help](#)

**Edit**

[Edit this page](#)  
[Editing help](#)  
[Move this page](#)  
[Delete this page](#)  
[Protect this page](#)

**This page**

[Discuss this page](#)  
[New section](#)  
[Printable version](#)  
[Watch this page](#)

**Context**

[Page history](#)  
[What links here](#)  
[Related changes](#)

**My pages**

[My page](#)  
[My talk](#)  
[My watchlist](#)  
[My contributions](#)  
[Preferences](#)  
[Log out](#)

**Special pages**

[New pages](#)  
[File list](#)  
[Statistics](#)  
[Upload file](#)  
[More...](#)

**From test**

Last updated by Adm  
 Welcome!

Welcome Readers!

Here are just a few things you can do here when you're logged in:

- Watch a page** - Click "Watch this page" link in the left nav under "This Page" and you'll receive an email anytime someone changes the page
- Discuss this page** - Click "Discuss this page" (left nav bar under This Page) on any page in the site to add comments and see what others are saying
- Upload a file** - Need to share a file? An image, PowerPoint, or something else? Use the [Upload file](#) link or replace Main\_Page in the website address with Special:Upload.
- Add a new page** - You can add a page just by typing a new page title after index.php in the website address - try replacing Main\_Page in the browser website address with Test:YourName now! Takes you to a blank page you can start to edit. (Don't worry - the page disappears if you don't make any changes to it!)
- View new pages** - Want to see all the new pages? Just use the [New pages](#) option under "Special Pages" on the left.

If you add files and pages, don't forget to link to them! Include a link on related project or other pages using this structure:

[[Page\_Link]]

[Edit this page](#) [Watch this page](#) [Discuss this page](#) [Page history](#) [What links here](#) [Related changes](#)  
[Delete this page](#) [Protect this page](#) [Move this page](#)

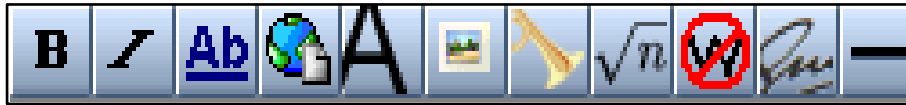
[Main Page](#) [About gstatest](#) Find:



## Edit the page

Your Main Page contains different templates which can be customized to fit your needs. For example, if you want to use your main page to track Project Management, in the editing window, delete the line specified on the page and everything above it.

Remember, in order to be able to edit your MediaWiki pages, you need to be logged in and have the permission to edit the page.



To create a new page, enter a name or topic into the **Find** box at the upper left and click **Search**. If the page does not already exist, you will see “No page title matches.” Click on the “**Create this page**” link to open an editing window.


Or, to create or edit content on your Main Page, click on the “**Edit this page**” link on the left navigation menu. If you would like to create a new page from scratch, you will need to delete the text that came with the page. In the editing window, delete the text by clicking on the Control “A” inside the editing box to select all text and then click on the delete button on your keyboard. This will delete the text on the Main Page. (**Note:** See Appendix B at the end of this document for a quick cheat sheet with all the formatting codes)

Text formatting is done in a language called wiki markup, and involves inserting specialized “short code” in the edit window that will produce a particular look on the page. Note that text without any short codes will be shown as the plain text. Basic formatting can be accomplished by using the 11 buttons at the top of the edit window. Clicking on the buttons automatically inserts command codes that will change text's appearance or function when the page is viewed, but only the formatting codes will show in the edit window. In the editing window, you can use the following buttons or short codes to code the content.

- To **bold the text**, either click on the “**B**” button in the upper menu or type three single quotation marks before and after the word that you would like to bold. For example, “‘bold’”.
- To **italicize text**, either click on the “**I**” button in the upper menu or type two single quotation marks before and after the word that you would like to italicize. For example, “‘italic’”.
- For **internal links**, either click on the “Internal Link” button or type two square brackets before and after the word. For example, to create an internal link to “Page 2,” enter [[Page 2]]. For more

### Editing Main Page

From test



```
<div class="history" style="font-size:0.8em;color:#333333;">Last updated by
<strong>{{REVISIONUSER}}</strong> on {{REVISIONMONTH}}/{{REVISIONDAY}}/
{{REVISIONYEAR}}</div>

<div id="welcome">Welcome!</div>

Welcome Readers!

Here are just a few things you can do here when you're logged in:
* "'Watch a page'" - Click "Watch this page" link in the left nav under "This
Page" and you'll receive an email anytime someone changes the page
* "'Discuss this page'" - Click "Discuss this page" (left nav bar under This
Page) on any page in the site to add comments and see what others are saying
* "'Upload a file'" - Need to share a file? An image, PowerPoint, or
something else? Use the [[Special:Upload | Upload file]] link or replace
Main_Page in the website address with Special:Upload.
* "'Add a new page'" - You can add a page just by typing a new page title
after index.php in the website address - try replacing Main_Page in the browser
website address with Test-YourName now! Takes you to a blank page you can
start to edit. (Don't worry - the page disappears if you don't make any
```

Please note that all contributions to gsatest are considered to be released under the Public Domain (see [gsatest.Copyrights](#) for details). If you do not want your writing to be edited mercilessly and redistributed at will, then do not submit it here.

You are also promising us that you wrote this yourself, or copied it from a public domain or similar free resource. **Do not submit copyrighted work without permission!**

Summary:

This is a minor edit
  Watch this page

[Editing help](#) (opens in new window)

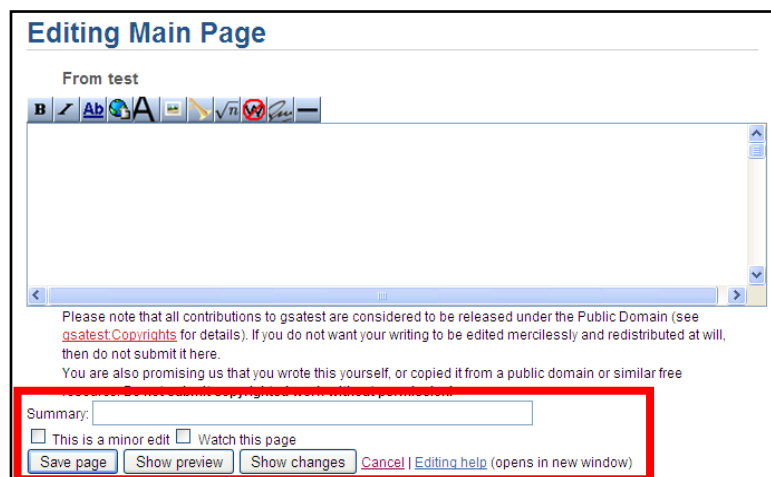
information about internal links, [click here](#).

- For **external links**, either click on the “External Link” button or type one square bracket before and after the word. Remember to enter the link to the external page together with http://. For example, to show hyperlink of the MediaWiki page (external link), enter [http://mediawiki.org MediaWiki]. For more information about external links, [click here](#).
- For a **level 1 headline**, click on the bold Capital A in the toolbar and delete one equal sign before and after the word so you have one equal sign before and after the word. For example, = Headline =.
- For a **level 2 headline**, click on the bold Capital A in the toolbar or type two equal signs before and after the word. For example, == Headline ==.
- For a **level 3 headline**, click on the bold Capital A in the toolbar and type one equal sign before and after the word so you have three equal signs before and after the word. For example, === Headline ===.
- To **embed a file**, either click on the "Embedded file" button or type [[File: ]]. Remember to replace "Example.jpg" with the file name and extension.
- To **embed the file link**, either click on the "File link" button or type [[Media: ]]. Remember to replace "Example.ogg" with the file name and extension.
- To **enter a mathematical formula**, either click on the "Mathematical formula (LaTeX)" button in the toolbar, or type <math> and </math> before and after your formula. MediaWiki uses a subset of TeX markup, including some extensions from LaTeX and AMS-LaTeX, for mathematical formula. It generates either PNG images or simple HTML markup, depending on user preferences and the complexity of the expression. For more information about the use of mathematical formula, [click here](#).
- To **ignore wiki formatting**, either click on the “Ignore Wiki Formatting” button in the toolbar or enter <nowiki> and </nowiki> before and after the text that you would like to see not formatted. For example, <nowiki> no formatting </nowiki>.
- To **insert your signature with the timestamp** click on the “Your signature with the timestamp” button in the toolbar or type four tildes ~~~~.
- To insert **horizontal line** click on the “Horizontal Line” button in the toolbar or type ----.

*A fully detailed explanation of wiki markup formatting commands can be [found here](#).*

Once you are done editing your MediaWiki page, you can write a short summary of the page, and click on the “This is a minor edit” or “Watch this page” box. Then, click on “Save page.” The page will display. If you find mistakes on your page, you can edit the page by clicking on the “Edit this page” link to go back to the editing window and correct mistakes.

***TIP:** A page is not fully created until the page has been saved. Once it has been saved, you can re-edit the page and delete all the text and the page will still exist.*



You can also click on the **“Show Preview”** button at the bottom of the page. A preview text will appear above the edit box. After finishing editing the page, be sure to click on **Save** or all changes will be lost.

***NOTE:** All contributions to your MediaWiki pages are considered to be released under the Public Domain and can be edited and redistributed. By contributing text to a Media Wiki page, you are promising that this is your original writing or that you copied the text from a public domain or similar free resource. Do not submit copyrighted work without permission!*

## Move the page

To move the page, click on the **“Move this page”** link, enter the new title in the **“to new title”** box and enter the reason to move the page. Then, click on **“Move Page.”**

## Delete the page

To delete the page, click on the **“Delete this page”** link in the left menu. Enter the reason for deletion and then click on **“Delete page.”** You can delete a particular page, including all associated logs, its entire history, and all saved older versions.

## Protect the page

To protect the page from edits, click on the “**Protect this page**” link. On the Change protection level page, you can choose between “Allow all users,” “Block new and unregistered users” or “Administrators only.” If you click on the “Unlock move permissions,” you can choose the expiration of the protection or enter another time. You can protect the page by clicking on the box and selecting one of the comments or entering a different reason. Once you made your selection, click on “**Confirm.**”

## My Page

After successfully registering, click on the “**My page**” link to bring up the page with your username. Click on the “**Edit this page**” to open the edit window.

The personal page is usually used for profile-type information, or as a sandbox-style test page for new text or commentary. Like all other pages in the wiki, clicking on the “**Discuss this page**” link will open a Talk page.

## Watch the page

To watch the page, click on the “**Watch this page**” link. This will add the page to your watch list. Watching a page allows you to see all future changes to that page, and its associated talk page will be listed at your watchlist. To help you identify the changes quickly, the page appears bolded on the list. You can also **un-watch the page** by clicking on the “**Unwatch**” link. You can set email preferences to automatically generate a notice of changes to watched pages.

## Page history

The “**Page history**,” under Context submenu, allows you to see the revision history of the page. You can compare revisions by clicking on the buttons of two revisions and then clicking on “**Compare selected revisions**.”

You can undo any of the changes made on the page by clicking on the “**Undo**” link. To see all pages that link to your page, click on “**What links here**.” To see changes related to the page, click on “**Related changes**.”

### Revision history of "Main Page"

[View logs for this page](#)

Browse history

From year (and earlier):  From month (and earlier):

(Latest | Earliest) View (newer 50 | older 50) ([20](#) | [50](#) | [100](#) | [250](#) | [500](#))

Diff selection: mark the radio boxes of the revisions to compare and hit enter or the button at the bottom.  
Legend: (cur) = difference with current revision, (prev) = difference with preceding revision, m = minor edit

- (cur) (prev) [18:44, 4 March 2011](#) [Adm ca1000977](#) ([Talk](#) | [contribs](#) | [block](#)) (17,760 bytes) ([rollback](#) | [undo](#))
- (cur) (prev) [20:00, 23 February 2011](#) [Adm ca1000977](#) ([Talk](#) | [contribs](#) | [block](#)) (17,786 bytes) ([undo](#))
- (cur) (prev) [18:44, 27 September 2010](#) [Adm ca1000977](#) ([Talk](#) | [contribs](#) | [block](#)) (6,843 bytes) (*Default Template*)

(Latest | Earliest) View (newer 50 | older 50) ([20](#) | [50](#) | [100](#) | [250](#) | [500](#))

[Edit this page](#) [Stop watching](#) [Discuss this page](#) [Page history](#) [What links here](#) [Related changes](#)  
[Delete this page](#) [Protect this page](#) [Move this page](#)

## User contribution

Click on “**My contribution**” to open the *User contributions* page where you can see all the contributions that you made to each particular page. You can further filter user contributions by selecting either “**Show contributions of new accounts only**” or by entering the IP address or username. You can also filter by year and by month. Once you enter your search items, click on “**Search**.”

### User contributions

For [Adm ca1000977](#) ([Talk](#) | [block](#) | [block log](#) | [logs](#) | [Deleted user contributions](#) | [User rights management](#))

Search for contributions

Show contributions of new accounts only

IP Address or username:  Namespace:

From year (and earlier):  From month (and earlier):

(Latest | Earliest) View (newer 50 | older 50) ([20](#) | [50](#) | [100](#) | [250](#) | [500](#))

- [18:44, 4 March 2011](#) ([hist](#)) ([diff](#)) [Main Page](#) ([top](#)) ([rollback](#))
- [20:00, 23 February 2011](#) ([hist](#)) ([diff](#)) [Main Page](#)
- [18:44, 27 September 2010](#) ([hist](#)) ([diff](#)) [Main Page](#) (*Default Template*)

[Main Page](#) [About gsatest](#) Find:

***TIP:** You can access all of the administrative functions plus many others such as Preferences and Password reset at Special Pages.*

## Upload file

If you would like to upload a file into the edit window as full version, thumbnail, or link, click on the “**Upload file**” link at the bottom of the left menu. On the Upload file page, click on “**Browse**” to find the file. The maximum file size is 20 MB and accepted file types are *png, gif, jpg, jpeg, doc, xls, mpp, pdf, ppt, tiff, bmp, docx, xlsx, pptx, ps*.

Type the destination filename and summary, click on the box if you would like to watch the file or ignore any warning, and then click on “**Upload file**.”

### Upload file

From MWSandbox

Use the form below to upload files. To view or search previously uploaded files go to the [list of uploaded files](#). (re) uploads are also logged in the [upload log](#), deletions in the [deletion log](#).  
To include a file in a page, use a link in one of the following forms:

- `[[File:File.jpg]]` to use the full version of the file
- `[[File:File.png|200px|thumb|left|alt text]]` to use a 200 pixel wide rendition in a box in the left margin with 'alt text' as description
- `[[Media:File.ogg]]` for directly linking to the file without displaying the file

Upload file

Source filename:

Maximum file size: 20 MB  
Permitted file types: png, gif, jpg, jpeg, doc, xls, mpp, pdf, ppt, tiff, bmp, docx, xlsx, pptx, ps

Destination filename:

Summary:

Watch this file  Ignore any warnings

## File list

You can access uploaded files by clicking on the "**File list**" link which will display a list of all uploaded files. These files can then be embedded, linked to, or searched for. By default, the last uploaded file or page created is shown at the top of the list.

### File list

From MWSandbox

This special page shows all uploaded files. By default the last uploaded files are shown at top of the list.  
A click on a column header changes the sorting.

File list

Show  items per page

Search for media name:

▲Date	Name	User	Size	Description	Versions
01:00, 20 December 2010	<a href="#">AppsGovNow_image.jpg (file)</a>	<a href="#">Adm ca1000905</a>	56 KB		1
00:58, 20 December 2010	<a href="#">MediaWiki_Administrator_Guide_v2.pdf (file)</a>	<a href="#">Adm ca1000905</a>	1.6 MB		1
00:57, 20 December 2010	<a href="#">Getting_Started_for_MediaWiki.pdf (file)</a>	<a href="#">Adm ca1000905</a>	261 KB		1
23:00, 16 December 2010	<a href="#">APPS.gov_NOW.jpg (file)</a>	<a href="#">Adm ca1000905</a>	56 KB		1

[Main Page](#)
[About MWSandbox](#)
 Find:

## Statistics

If you would like to see the statistics of your MediaWiki pages, click on "**Statistics.**" You can see statistics on pages, edits, users, views, and most viewed pages.

## Statistics

### From test

Page statistics	
Content pages	1
Pages <small>(All pages in the wiki, including talk pages, redirects, etc.)</small>	1
Uploaded files	0
Edit statistics	
Page edits since gstatest was set up	3
Average edits per page	3.00
<a href="#">Job queue length</a>	0
User statistics	
Registered <a href="#">users</a>	1
Active users <small>(Users who have performed an action in the last 7 days)</small>	1
<a href="#">Bots (list of members)</a>	0
<a href="#">Administrators (list of members)</a>	1
<a href="#">Bureaucrats (list of members)</a>	1
View statistics	
Views total	73
Views per edit	24.33
Most viewed pages	
<a href="#">Main Page</a>	73

## Special Pages

To access special pages, click on **“More...”** on the bottom of the left navigation menu. You can also click on the **“Special Pages”** link in the upper right menu.

On Special Pages you will find the following menu, which contains more links:

- Maintenance reports
- Lists of pages
- Login / sign up
- Users and rights
- Recent changes and logs
- Media reports and uploads
- Wiki data and tools
- Redirecting special pages
- High use pages
- Page tools, and
- Other special pages

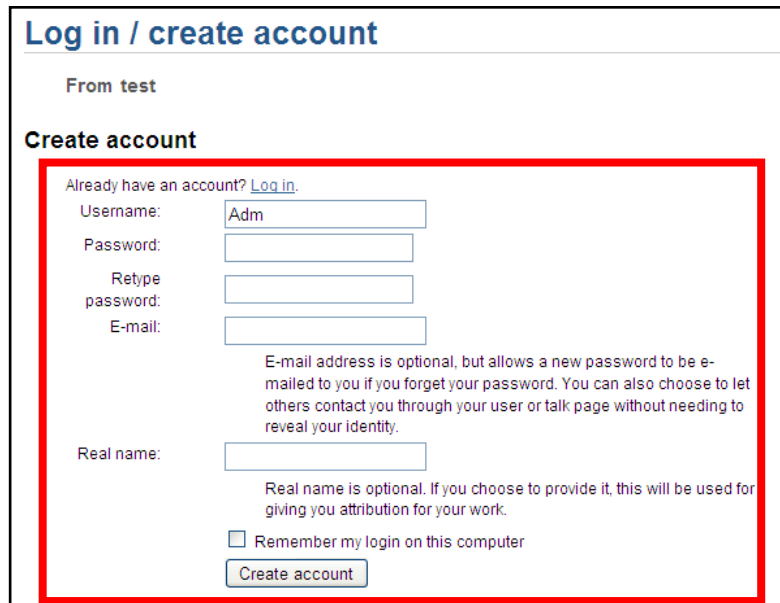
Special pages	
From MWSandbox	
Maintenance reports	
<ul style="list-style-type: none"> <li>• <a href="#">Broken redirects</a></li> <li>• <a href="#">Dead-end pages</a></li> <li>• <a href="#">Double redirects</a></li> <li>• <a href="#">Long pages</a></li> <li>• <a href="#">Oldest pages</a></li> <li>• <a href="#">Orphaned pages</a></li> <li>• <a href="#">Pages with the fewest revisions</a></li> <li>• <a href="#">Pages without language links</a></li> <li>• <a href="#">Protected pages</a></li> <li>• <a href="#">Protected titles</a></li> <li>• <a href="#">Short pages</a></li> <li>• <a href="#">Uncategorized categories</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Uncategorized files</a></li> <li>• <a href="#">Uncategorized pages</a></li> <li>• <a href="#">Uncategorized templates</a></li> <li>• <a href="#">Unused categories</a></li> <li>• <a href="#">Unused files</a></li> <li>• <a href="#">Unused templates</a></li> <li>• <a href="#">Unwatched pages</a></li> <li>• <a href="#">Wanted categories</a></li> <li>• <a href="#">Wanted files</a></li> <li>• <a href="#">Wanted pages</a></li> <li>• <a href="#">Wanted templates</a></li> </ul>
Lists of pages	
<ul style="list-style-type: none"> <li>• <a href="#">All pages</a></li> <li>• <a href="#">All pages with prefix</a></li> <li>• <a href="#">Categories</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Disambiguation pages</a></li> <li>• <a href="#">List of redirects</a></li> </ul>
Login / sign up	
<ul style="list-style-type: none"> <li>• <a href="#">Log in / create account</a></li> </ul>	
Users and rights	
<ul style="list-style-type: none"> <li>• <a href="#">Block user</a></li> <li>• <a href="#">Blocked IP addresses and usernames</a></li> <li>• <a href="#">Change password</a></li> <li>• <a href="#">Deleted user contributions</a></li> <li>• <a href="#">Disabled users</a></li> <li>• <a href="#">Merge and delete users</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Password reset</a></li> <li>• <a href="#">Preferences</a></li> <li>• <a href="#">User contributions</a></li> <li>• <a href="#">User group rights</a></li> <li>• <a href="#">User list</a></li> <li>• <a href="#">User rights management</a></li> </ul>
Recent changes and logs	
<ul style="list-style-type: none"> <li>• <a href="#">Gallery of new files</a></li> <li>• <a href="#">Logs</a></li> <li>• <a href="#">My watchlist</a></li> <li>• <a href="#">New pages</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Recent changes</a></li> <li>• <a href="#">Related changes</a></li> <li>• <a href="#">Valid change tags</a></li> </ul>
Media reports and uploads	
<ul style="list-style-type: none"> <li>• <a href="#">File list</a></li> <li>• <a href="#">File path</a></li> <li>• <a href="#">MIME search</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Search for duplicate files</a></li> <li>• <a href="#">Upload file</a></li> </ul>
Wiki data and tools	
<ul style="list-style-type: none"> <li>• <a href="#">Popular pages</a></li> <li>• <a href="#">Statistics</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">System messages</a></li> <li>• <a href="#">Version</a></li> </ul>
Redirecting special pages	
<ul style="list-style-type: none"> <li>• <a href="#">External links</a></li> <li>• <a href="#">Random page</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Random redirect</a></li> <li>• <a href="#">Search</a></li> </ul>
High use pages	
<ul style="list-style-type: none"> <li>• <a href="#">Most linked-to categories</a></li> <li>• <a href="#">Most linked-to files</a></li> <li>• <a href="#">Most linked-to pages</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Most linked-to templates</a></li> <li>• <a href="#">Pages with the most categories</a></li> <li>• <a href="#">Pages with the most revisions</a></li> </ul>
Page tools	
<ul style="list-style-type: none"> <li>• <a href="#">Export pages</a></li> <li>• <a href="#">Import pages</a></li> <li>• <a href="#">Mass delete</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">View deleted pages</a></li> <li>• <a href="#">What links here</a></li> </ul>
Other special pages	
<ul style="list-style-type: none"> <li>• <a href="#">Book sources</a></li> <li>• <a href="#">Piwik</a></li> </ul>	

## Create a User

While most pages in the wiki can be read by anyone, a user must create an account to gain the privileges of editing, commenting, and managing pages. Although the page can be viewed, no text can be entered and no editing privileges are granted, until the registration is confirmed. An email exchange is required to become a *confirmed* registered user.

To create a new user, go to “**Special Pages**” and click on “**Log in / create account**.” Since you are creating an account for a new user, click on “**Create an account**.” On the create account page, enter the user name and password (twice), enter the email account and user’s name.

Even though the account creation window says that the email address is optional, an email address **MUST** be entered to make a registration official. The email address allows a new password to be e-mailed if the user forgets the password. You can also choose to let others contact you through your user or talk page without needing to reveal your identity. The real name is optional. If the user chooses to provide it, it will be used for giving attribution to the user’s work.



**Log in / create account**

From test

**Create account**

Already have an account? [Log in.](#)

Username:

Password:

Retype password:

E-mail:

E-mail address is optional, but allows a new password to be e-mailed to you if you forget your password. You can also choose to let others contact you through your user or talk page without needing to reveal your identity.

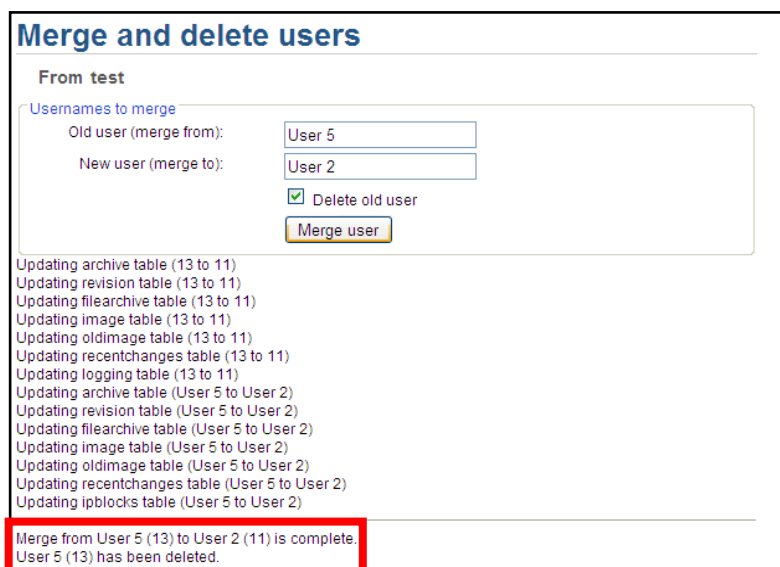
Real name:

Real name is optional. If you choose to provide it, this will be used for giving you attribution for your work.

Remember my login on this computer

## Delete a User

To delete a user, go to “**Special Pages**” and click on “**Merge and delete users**.” Since you can’t delete user accounts in MediaWiki, you will need to merge the username with the new user, preferably to the page administrator. To do so, you will type the name of the user that you would like to delete in the “Old user (merge from)” box and type the username of the page admin in the “New user (merge to)” box. Then, check the box next to “Delete old user” and click on “**Merge user**.” On the bottom of the page, you will see the message that the merger is complete and that the user has been deleted.



**Merge and delete users**

From test

Usernames to merge

Old user (merge from):

New user (merge to):

Delete old user

Updating archive table (13 to 11)  
 Updating revision table (13 to 11)  
 Updating filearchive table (13 to 11)  
 Updating image table (13 to 11)  
 Updating oldimage table (13 to 11)  
 Updating recentchanges table (13 to 11)  
 Updating logging table (13 to 11)  
 Updating archive table (User 5 to User 2)  
 Updating revision table (User 5 to User 2)  
 Updating filearchive table (User 5 to User 2)  
 Updating image table (User 5 to User 2)  
 Updating oldimage table (User 5 to User 2)  
 Updating recentchanges table (User 5 to User 2)  
 Updating ipblocks table (User 5 to User 2)

Merge from User 5 (13) to User 2 (11) is complete.  
 User 5 (13) has been deleted.

You can prevent an account from being used by either changing the password or setting up an indefinite block on the account.



## Change User Rights

To change user rights, go to “**Special pages**” and click on “**User rights management.**” Enter the username in the box and then click on “**Edit user groups.**” There are three groups you can add the users to: Bot, Administrator and Bureaucrat. To change the group, click in the box next to the group, enter the reason for the change and then click on “**Save user groups.**” Note that a checked box means that the user belongs in that group.

### User rights management

From test

Manage user groups  
 Enter a username:

Edit user groups  
 Changing user rights of user [User 2](#) ([Talk](#) | [contribs](#))  
 You may alter the groups this user is in:

- A checked box means the user is in that group.
- An unchecked box means the user is not in that group.
- A \* indicates that you cannot remove the group once you have added it, or vice versa.

Member of: [Bureaucrats](#) and [Administrators](#)

Groups you can change

Bot

Administrator

Bureaucrat

Reason for change:

---

### User rights log

- 02:43 21 December 2011 [Adm.ca1000905](#) ([Talk](#) | [contribs](#) | [block](#)) changed group membership for [User:User 2](#) from (none) to Administrators and Bureaucrats

## User Group Rights

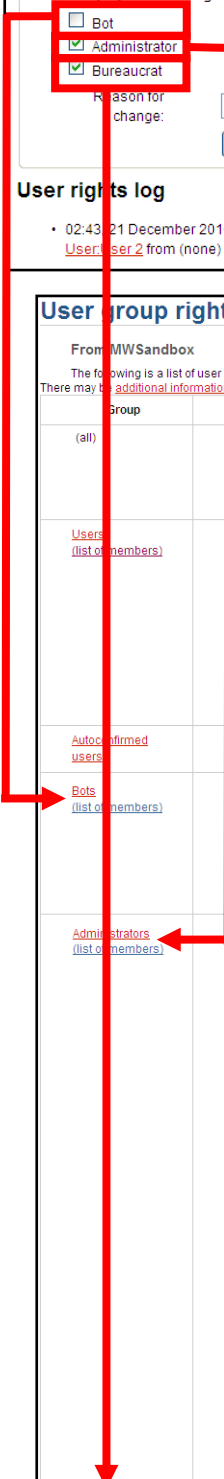
Click on the “**User group rights**” on the Special pages to see associated access rights for the user groups.

### User group rights

From MWSandbox

The following is a list of user groups defined on this wiki, with their associated access rights. There may be [additional information](#) about individual rights.

Group	Rights
(all)	<ul style="list-style-type: none"> <li>• Create discussion pages (createtalk)</li> <li>• Create new user accounts (createaccount)</li> <li>• Create pages (which are not discussion pages) (createpage)</li> <li>• Read pages (read)</li> <li>• Use of the write API (writeapi)</li> </ul>
<a href="#">Users</a> ( <a href="#">list of members</a> )	<ul style="list-style-type: none"> <li>• Create discussion pages (createtalk)</li> <li>• Create pages (which are not discussion pages) (createpage)</li> <li>• Mark edits as minor (minoredit)</li> <li>• Move pages (move)</li> <li>• Move pages with their subpages (move-subpages)</li> <li>• Move root user pages (move-rootuserpages)</li> <li>• Override files on the shared media repository locally (reupload-shared)</li> <li>• Overwrite existing files (reupload)</li> <li>• Purge the site cache for a page without confirmation (purge)</li> <li>• Read pages (read)</li> <li>• Upload files (upload)</li> <li>• Use of the write API (writeapi)</li> </ul>
<a href="#">Autoconfirmed users</a>	<ul style="list-style-type: none"> <li>• Edit semi-protected pages (autoconfirmed)</li> </ul>
<a href="#">Bots</a> ( <a href="#">list of members</a> )	<ul style="list-style-type: none"> <li>• Be treated as an automated process (bot)</li> <li>• Edit semi-protected pages (autoconfirmed)</li> <li>• Have one's own edits automatically marked as patrolled (autopatrol)</li> <li>• Not create a redirect from the old name when moving a page (suppressredirect)</li> <li>• Not have minor edits to discussion pages trigger the new messages prompt (nominornewtalk)</li> <li>• Use higher limits in API queries (apighilimits)</li> <li>• Use of the write API (writeapi)</li> </ul>
<a href="#">Administrators</a> ( <a href="#">list of members</a> )	<ul style="list-style-type: none"> <li>• Block a user from sending e-mail (blockemail)</li> <li>• Block other users from editing (block)</li> <li>• Bypass IP blocks, auto-blocks and range blocks (ipblock-exempt)</li> <li>• Bypass automatic blocks of proxies (proxyunbannable)</li> <li>• Change protection levels and edit protected pages (protect)</li> <li>• Create new user accounts (createaccount)</li> <li>• Delete pages (delete)</li> <li>• Delete pages with large histories (bigdelete)</li> <li>• Edit other users' CSS and JS files (editusercssjs)</li> <li>• Edit semi-protected pages (autoconfirmed)</li> <li>• Edit the user interface (editinterface)</li> <li>• Have one's own edits automatically marked as patrolled (autopatrol)</li> <li>• Import pages from a file upload (importupload)</li> <li>• Import pages from other wikis (import)</li> <li>• Mark others' edits as patrolled (patrol)</li> <li>• Mark rolled-back edits as bot edits (markbotedits)</li> <li>• Mass delete pages (nuke)</li> <li>• Move files (movefile)</li> <li>• Move pages (move)</li> <li>• Move pages with their subpages (move-subpages)</li> <li>• Move root user pages (move-rootuserpages)</li> <li>• Not be affected by rate limits (noratelimit)</li> <li>• Override files on the shared media repository locally (reupload-shared)</li> <li>• Overwrite existing files (reupload)</li> <li>• Quickly rollback the edits of the last user who edited a particular page (rollback)</li> <li>• Reset password of a user (<a href="#">special page</a>) (passwordreset)</li> <li>• Search deleted pages (browsearchive)</li> <li>• Submit a trackback (trackback)</li> <li>• Undelete a page (undelete)</li> <li>• Upload files (upload)</li> <li>• Upload files from a URL (upload_by_url)</li> <li>• Use higher limits in API queries (apighilimits)</li> <li>• View a list of unwatched pages (unwatchedpages)</li> <li>• View deleted history entries, without their associated text (deletedhistory)</li> <li>• viewpwiki (viewpwiki)</li> </ul>
<a href="#">Bureaucrats</a> ( <a href="#">list of members</a> )	<ul style="list-style-type: none"> <li>• Edit all user rights (userrights)</li> <li>• Merge users (usermerge)</li> <li>• Not be affected by rate limits (noratelimit)</li> </ul>
<a href="#">emailconfirmed</a>	<ul style="list-style-type: none"> <li>• Edit pages (edit)</li> </ul>



## Reset the Password

To reset the password for another user, go to “**Special pages**” and click on “**Password reset.**” Type the username and the new password (twice) and then click on “**Reset Password.**”

To disable a user account, change the password into one that only the page administrator will know, so the user cannot login.

### Password reset

From test

Username:

New password:

Confirm password:

Disable user account?  (sets an invalid password hash - user cannot login)

[Main Page](#)
[About MWSandbox](#)
 Find:

## Block User

Blocking users should be done to prevent vandalism, and in accordance with your wiki policy. To block writing /editing access from a specific IP address or username, click on the “**Block user**” link under “**Users and rights**” on Special Pages.

User access can be blocked by either name or IP address. Fill in the expiration and a specific reason (for example, citing particular pages that were vandalized) and then click on “**Block this user.**”

### Block user

From test

Use the form below to block write access from a specific IP address or username. This should be done only to prevent vandalism, and in accordance with [policy](#). Fill in a specific reason below (for example, citing particular pages that were vandalized).

Block user

IP Address or username:

Expiry:

Other time:

Reason:

Other/additional reason:

Block anonymous users only  
 Prevent account creation  
 Automatically block the last IP address used by this user, and any subsequent IPs they try to edit from  
 Prevent user from sending e-mail  
 Watch this user's user and talk pages

[Unlock a username or IP address](#) | 
 [View existing blocks](#) | 
 [Edit block reasons](#)

## Logs

To view public logs on your MediaWiki page, click on the “**Logs**” link on the Special Pages, under “**Recent changes and logs.**”

You can narrow down the view by selecting a log type, the user name (case-sensitive), or the affected page (also case-sensitive).

### All public logs

From test

Combined display of all available logs of gstatst. You can narrow down the view by selecting a log type, the user name (case-sensitive), or the affected page (also case-sensitive)

Logs

title  User:  Title:

Search titles starting with this text

From year (and earlier):  From month (and earlier):

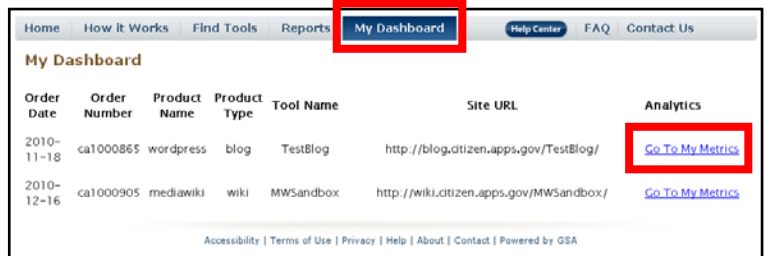
(Latest | Earliest) View (newer 50) (older 50) ([20](#) | [50](#) | [100](#) | [250](#) | [500](#))

- 18:44, 4 March 2011 [Adm ca1000977](#) ([Talk](#) | [contribs](#)) marked [revision 15](#) of [Main Page](#) patrolled (automatic)
- 20:00, 23 February 2011 [Adm ca1000977](#) ([Talk](#) | [contribs](#)) marked [revision 13](#) of [Main Page](#) patrolled (automatic)

(Latest | Earliest) View (newer 50) (older 50) ([20](#) | [50](#) | [100](#) | [250](#) | [500](#))

## My Dashboard

When you log in to the Apps.gov NOW, you will be able to click on the "My Dashboard" tab in the upper menu. The "My Dashboard" tab will only appear on the Storefront after you provision a product and it allows a system administrator to access a summary of provisioned products. Click on the "Go To My Metrics" link at the right of each listed product, to see a variety of statistics and application metric graphs.



## Reports

You can access various reports by clicking on the "Reports" link on the Apps.gov NOW page. By clicking on the links under "Pick a Report" you can select to view these reports:

- Deployed Tools by Agency
- Top Ten Active Tools
- Usage Statistics of Tools



### Most Active Tools During this Month:

#### Top 10 Most Active Blogs (PageViews):

1. [/index](#) (6713)
2. [GSA\\_PSC\\_Manual](#) (4197)
3. [NIAIDFunding](#) (3896)
4. [report](#) (3163)
5. [SERFCJournal](#) (1055)
6. [vision](#) (1034)
7. [2011](#) (666)
8. [release](#) (447)
9. [media-2](#) (414)
10. [davedigitaldoodle](#) (331)

#### Top 10 Most Active Wikis (PageViews):

1. [CGLIMS](#) (1132)
2. [Energy\\_Literacy](#) (620)
3. [fccdeveloperday](#) (97)
4. [pillbox](#) (73)
5. [fcctac](#) (64)
6. [MBTest2](#) (47)
7. [expedition](#) (44)
8. [nws\\_developers](#) (43)
9. [fccgovredesign](#) (38)
10. [eaac](#) (25)

#### Top 10 Most Active Forums (PageViews):

1. [help](#) (868)
2. [EPAwastewaterforum](#) (744)
3. [DraftYVPForum](#) (275)
4. [vsfs](#) (87)
5. [ttbforums](#) (37)
6. [topdiscuss](#) (29)
7. [ibwceocbb](#) (8)
8. [21stcdc\\_disc\\_jan11](#) (4)
9. [N16\\_Forum](#) (3)
10. [USPS\\_Innovation](#) (3)

### See how Apps.gov Now is doing

#### Registered Users & Agencies:

- 371 Federal Government Employees have registered with us
- 67 Federal Agencies have registered to use our tools
- 44 Federal Agencies have deployed our tools

#### Deployed Tools:

- 224 Citizen Engagement Tools have been deployed:
  - 81 Blogs
  - 89 Wikis
  - 42 Forums
- [Deployed Tools By Agency](#)

#### Average Order Processing Times:

- Blogs 5m 34s
- Wikis 5m 31s
- Forums 5m 56s

#### Visitors & Page Views (This Month):

- The Storefront had 6884 visitors and 11823 page views
- Blogs had 94186 visitors and 164029 page views
- Wikis had 15422 visitors and 30865 page views
- Forums had 5124 visitors and 10843 page views

## Appendix A: Useful Links

Watch the [Media Wiki Online Tutorial](#) to learn how to create a Wiki page and how to navigate the menu.

MediaWiki User Guide. [http://en.wikibooks.org/wiki/MediaWiki\\_User\\_Guide](http://en.wikibooks.org/wiki/MediaWiki_User_Guide)

MediaWiki's home site. <http://en.wikipedia.org/wiki/MediaWiki>

A direct link to the contents page of the MediaWiki User Manual.

<http://meta.wikimedia.org/wiki/Help:Contents>

A page with instructions for copying MediaWiki help documentation into the Help pages on your site.

[http://www.mediawiki.org/wiki/Project:PD\\_help/Copying](http://www.mediawiki.org/wiki/Project:PD_help/Copying)

A link to the Help Section. <http://meta.wikimedia.org/wiki/Help:Section>

A MediaWiki users forum site with a variety of useful information.

<http://www.mwusers.com/forums/content.php?128-Welcome>

A useful quick guide to writing and editing in MediaWiki, with links to other information and a style

manual. [http://en.wikipedia.org/wiki/How\\_to\\_edit](http://en.wikipedia.org/wiki/How_to_edit)


## Appendix B: Wikipedia Formatting Cheat Sheet

A quick guide to wiki markup text and image formatting codes. For a comprehensive guide, see <http://www.mediawiki.org/wiki/Help:Formatting>

Wiki text	Result
<code>''italic''</code>	<i>italic</i>
<code>'''bold'''</code>	<b>bold</b>
<code>''''bold and italic''''</code>	<b><i>bold and italic</i></b>
<code>==heading==</code> <code>===level 2===</code> <code>====level 3====</code> <code>=====level 4=====</code>	Headings in different sizes
<code>[[Link to another page]]</code> <code>[[Link different title]]</code>	Internal Link to another page on the wiki
<code>http://www.test.org</code> <code>[http://www.test.org Text]</code>	External link Link with description
<code>[[fr:Page en français]]</code>	Interwiki link to french Wikipedia (appears under “languages”)
<code>[[Category:Example]]</code>	Add article to category “example”
<code>----</code>	horizontal line
<code>* one</code> <code>* two</code> <code>* three</code>	Bullet list
<code># one</code> <code># two</code> <code># three</code>	Numbered list
<code>[[Image:File.jpg Text]]</code> <code>[[Image:File.jpg frame Text]]</code> <code>[[Image:File.jpg thumb Text]]</code>	Image with alternative text Image aligned right with caption Thumbnail
<code>[[Media:File.ogg]]</code>	Download link
<code>{{Name}}</code>	Include template “Name”
<code>--~~~~</code>	Signature (Link to userpage)
<code>--~~~~~</code>	Signature with timestamp
<code>#REDIRECT [[Other article]]</code>	Redirect to another article

<http://www.wikipedia.org>

---



Wikimedia Foundation  
<http://www.wikimediafoundation.org>  
[info-en@wikimedia.org](mailto:info-en@wikimedia.org)